



ADOPTION OF PROTOCOLS AND POLICIES

I. PURPOSE

To establish procedures for the adoption, revision or repeal of ICEMA medical control protocols and/or policies.

ICEMA recognizes that stakeholder collaboration is an essential component of protocol and policy development. The EMS stakeholder review process is advisory to ICEMA for the formulation of these policies and procedures. ICEMA accepts protocol or policy input from standing ICEMA committees, subcommittees, task forces and other individuals and/or interested parties. The ICEMA Medical Director and EMS Administrator are responsible for the development and approval of protocols and/or policies.

II. AUTHORITY

California Health and Safety Code, Sections 1797.220 and 1798.101(1)

California Code of Regulations, Title 22, Division 9, Chapter 4 Article 2, Sections 100145, 100146, 100148, and 100170

III. DEFINITIONS

Medical Advisory Committee (MAC): Primary committee that advises the ICEMA Medical Director on the clinical or medical aspects of Emergency Medical Services (EMS) within the ICEMA region.

Protocols: Medical standards that provide the framework for the medical treatment and care routinely provided to patients within the ICEMA region.

Policy: Non-medical objectives, principal functions and mode of operations for providers and health care facilities within the ICEMA region.

System Advisory Committee (SAC): Primary committee that advises the ICEMA EMS Administrator on the operational aspects of Emergency Medical Services (EMS) within the ICEMA Region.

IV. POLICY

1. ICEMA will review all protocols annually or more often if necessary, to ensure time critical and appropriate policy changes.

2. Changes to protocols and/or policies may occur without specific review from the public or specific committees. Changes include, but are not limited to:
 - a. Changes in wording necessary to clarify the objective.
 - b. Changes in the listed order for clarity or better flow.
 - c. Changes to assure protocol or policy continuity and consistency.
 - d. Changes required to comply with State and local laws and/or regulations to maintain public health and safety.
 - e. Correction of typographical, grammar, spelling or formatting errors.
 - f. Changes required to maintain medical control or system integrity.
3. ICEMA staff shall change, develop, or delete protocols and/or policies when needed or requested and/or solicit input from appropriate external agencies, organizations or from established advisory committees such as those listed below:
 - a. Medical Advisory Committee (MAC)
 - b. System Advisory Committee (SAC)
 - c. ST Elevation Myocardial Infarction QI Committee (STEMI QI)
 - d. Neurovascular Stroke QI Committee (Stroke QI)
 - e. Trauma System Advisory Committee (TSAC)
 - f. Trauma and Air Advisory Committee (TAAC)
Joint San Bernardino County and Riverside County Quality Improvement committee.
4. ICEMA may forward protocols and policies to MAC and/or SAC for additional review prior to public comment. MAC or SAC may assign a task force or ad hoc committee to review and make recommendations on proposed changes to its authorizing committee.
5. ICEMA shall consider all relevant matter presented to it before accepting, amending or repealing any protocol or policy, but the authority for final determination remains with the Medical Director and EMS Administrator.
6. Policies will be released for a predetermined public comment period as noted under Section VI - Public Comment Period below.

7. Upon closure of the public comment period, ICEMA will prepare a final draft of the protocols/policies (including accepted changes) with a detailed spreadsheet showing the public comment for presentation at a subsequent scheduled MAC or SAC meeting for endorsement. Spreadsheet shall include all comments received and ICEMA's response to the comments.
8. Protocols and/or policies that are endorsed by MAC and/or SAC will be presented to the ICEMA Medical Director and EMS Administrator for signature and enactment.
9. Protocols and/or policies, approved by the Medical Director and EMS Administrator, shall become effective no later than thirty (30) days after the date of approval and incorporated into the appropriate protocol/policy manual.

V. EMERGENCY PROTOCOLS/POLICIES

1. If ICEMA determines that an emergency protocol or policy is necessary for the immediate preservation of the public health and safety or general welfare, a protocol and/or policy may be adopted, amended or repealed as an emergency action.
2. Any finding of an emergency will include a written statement describing the specific facts showing the need for immediate action. The statement and the protocol or policy shall be immediately forwarded to the MAC and/or SAC and EMS providers (as appropriate). The emergency protocol and/or policy will become effective no sooner than five (5) days following dissemination to the ICEMA Medical Advisory Committee.
3. Protocols and/or policies adopted under the emergency provision shall remain in effect for approximately one hundred and twenty (120) days to allow for appropriate committee review and public comment period.

VI. PUBLIC COMMENT PERIOD

ICEMA will:

1. Open all changed protocols or policies to public comment for a period of thirty (30) days, except in instances where the ICEMA EMS Administrator and ICEMA Medical Director deem it necessary to shorten the period to protect and/or improve public health and safety or maintain medical control and/or operational integrity.
2. Post proposed changes to protocols and/or policies on the ICEMA website at www.ICEMA.net.

3. E-mail proposed changes to members of the Emergency Medical Care Committees, Medical Advisory Committee and/or Systems Advisory Committee.
4. E-mail proposed changes to each EMS provider.
5. E-mail proposed changes to any person who has filed a request for notification with ICEMA.
6. Make copies of the proposed protocols and/or policies available to the public and stakeholders consistent with a policy of encouraging the widest possible notice distribution to interested persons.
7. Any oversight in notification described above shall not invalidate any action taken by ICEMA pursuant to this policy.

VII. CONTENTS OF PUBLIC COMMENT PERIOD NOTIFICATION

1. The notice of proposed adoption, amendment, or repeal of a protocol or policy shall include:
 - a. A statement of the time and place of proceedings for adoption, amendment or repeal of a protocol or policy.
 - b. The name and telephone number of the ICEMA contact person to whom inquiries concerning the proposed action may be directed.
 - c. A date by which comments submitted must be received in writing in order for them to be considered by ICEMA before it adopts, amends, or repeals a protocol or policy.
 - d. The provisions of this section shall not be construed in any manner to invalidate a protocol or policy due to perceived inadequacy of the notice content if there has been substantial compliance with this requirement.

VIII. REQUEST FOR ADOPTION, AMENDMENT OR REPEAL OF PROTOCOL

1. Any person may request the adoption, amendment, or repeal of a protocol or policy as provided in this section. Such petition shall be in writing and clearly and concisely state:
 - a. The substance or nature of the protocol or policy, amendment or repeal requested.
 - b. The reason for the request.

- c. Any supporting documentation and/or research that would support the request.
2. Upon receipt of a written request for the adoption, amendment or repeal of a protocol or policy, ICEMA will notify the petitioner or group in writing of the receipt of the request and then shall, within thirty (30) days, either deny the request, in writing, indicating why the agency has reached such a decision or schedule the protocol/policy for review in accordance with this policy.
3. ICEMA may grant or deny such a request or take such other action as it may determine to be warranted and will notify the petitioner in writing of such action.